ENGR Meeting Notes

**Recorder: Marie**

This meeting was spent working on the progress report and discussing methodology

**Discussion:**

The topics we discussed are listed below:

1. Separating the progress report into sections we can each work on
   1. Who will work on what section
   2. Who will present what section
2. Discuss methodology
   1. What are important research questions we should ask
   2. What research will we conduct to answer these questions
3. Discuss format of progress report
   1. How many slides for each main point
4. Date of next meeting?
   1. We will meet Sunday Nov 17 3:00 - 5:00
   2. We will meet Wednesday Nov 20th 3:00 - 4:00 in study room A103

**Action Items:**

Each member’s presentation topics are listed below:

| Marie | Client Context & Problem Definition |
| --- | --- |
| Kenil | Methods & Timeline |
| Shannon | Work Remaining & Expected Outcomes |
| Irene | Work Completed & Problems? |
| Owen | Title Slide & Overview |